

Travel, work location, duties and hours:

Questions:

Is there any travel expected for selected vendor resources?

If so, does MnDOC have an idea as to how much or how far selected vendor resources will be expected to travel?

Will “otherwise arranged” include separate authorization for travel and per-diem?

What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?

Please confirm that the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract?

If no, please provide anticipated utilization?

Would you consider a PT project manager?

Is it MNHIX’s expectation that the resource(s) will serve in a full-time role, or would you consider resources on a less than full-time basis (e.g., 50%, 80%) based on the needs of specific projects?

Will selected vendor resource(s) be required to perform off-hours, on-call support work?

Page 2 of the RFP states that all work will be done at MNHIX offices, unless otherwise arranged. Would MNHIX be open to responses that propose a combination of onsite/offsite work? If we propose to complete specific work at our corporate office and our proposed project/program management resource is selected, will that indicate acceptance of an alternate arrangement?

Will vendor contract management include an “Owner’s Representative” function such as receipt and approval of deliverables and work product or payment approval on behalf of the State, or will the State reserve such acceptance responsibilities to the State? If the answer is yes, what would be the approach in conflict of interest situations where the PM would be in a position to receive / acknowledge / approve / accept or recommend acceptance of work product or deliverables which are their company’s work product?

Answers:

In-state travel to meetings may be required monthly, and two to four trips per year to Washington, DC, for meetings. Authorized project travel will be at State expense and governed by State rules regarding expenses.

Resource will be expected to work 8AM - 5PM, Monday thru Friday, with no off-hours, on-call support work expected. A full-time, on-site resource is sought.

Acceptance of work products will be reserved to a State employee whenever necessary to avoid conflict of interest.

Number of resources sought and submitted

Questions:

Please confirm the exact number of resources MnDOC is expecting vendors to provide in order to perform the duties outlined in this SOW?

Is it [MN.IT@Commerce](#) intent to engage one vendor to provide the additional project and program management resources being sought, or does [MN.IT@Commerce](#) intend to award contracts to multiple vendors as a result of this SOW?

We anticipate submitting more than one resource:

Is it correct to assume from a staff aug perspective that you may bring in multiple, equally qualified PMs?

How many project/program management resources is MNHIX seeking?

If more than one project/program management resource is proposed, is it possible that multiple resources will be selected or does MNHIX plan to select only one of the proposed resources?

Do you have an expected number of Program or Project Managers that you plan to bring on board as consultants?

If so, do you have specific program tracks awaiting an assigned PM?

Could you expand on the "several active, high visibility projects" referenced on page 1 of the RFP? We have multiple team members with HIX experience (e.g., in areas of policy, plan management, system architecture, etc.) and it would help to know the types of projects the selected resource(s) would be managing so that we could propose the strongest resources to meet the State's needs.

Is it acceptable to propose a team approach, whereby our proposed project/program management resource is supported by one or more individuals that bring specific subject matter expertise deemed beneficial on the project?

Answers:

The State may choose one or more resources from this solicitation. The State reserves the right to engage one or more vendors and resources to meet the needs of the project. The State is not seeking a team proposal.

Several active sub-projects of the MNHIX effort include:

- Data Warehouse, Master Data Management
- Reporting , Business Intelligence
- Service Oriented Architecture, Web services., Enterprise Service Bus Registry
- Build and test environments
- Security
- Compliance

Payment basis and direction:**Questions:**

In section 4, "Cost" the SOW states the following:

"show in a simple chart the resource(s) cost per hour and how the hours will be budgeted. This contract will be time and materials and will not include travel and expenses."

If this is T&M, please clarify that it's MnDOC expectations for the selected vendor to determine how their resources hours will be budgeted?

Will it be satisfactory for vendors to simply provide an hourly rate for submitted resources in order to have MnDOC staff determine how the resource hours will be budgeted as this seems more consistent with T&M?

Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDOC approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?

Who will be providing day-to-day project direction to selected resource?

Is this person a MnDOC employee, or a contractor?

Answers:

It is the expectation that the selected resource will work closely with the program owner, and MN.IT leadership, and use all work hours to effectively benefit the project and the State.

We are seeking a resource and an hourly rate for that resource.

Direction for this resource will be provided by MN.IT leadership, not a Department of Commerce employee nor a contractor.

Other topics:

Questions:

In Section 3, "Project Approach & Interviews" the SOW asks for three paragraphs to address the three questions. Please clarify if that's one paragraph for each question for a total of three paragraphs? Or if the SOW is asking for three paragraphs per question for a total of 9 paragraphs?

Does MnDOC have a pre-determined/allocated budget (either hourly billing rate or total project cost) for these positions? If yes, can you please share the budgeted amount?

Will the selected vendor be eligible to bid on any of the downstream work in this project related to systems design, development, integration, implementation, solution training or technical support?

The federal government no longer considers proposals from or awards work to Veteran Owned Small Businesses or Service Disabled Veteran Owned Small Businesses whose initial CVE certification is pending or whose existing CVE certification has expired without applying for recertification. Will this be the State's approach?

Regarding Page 6, Cost section, how many extra points will be awarded for Veteran-Owned/Service Disabled Veteran-Owned Businesses? Would additional points be awarded for subcontracted individuals from businesses that meet this qualification?

Is it correct to assume that consideration will be given to all Certified Targeted Group Businesses, including minority owned and managed vendors?

Can you please elaborate on the kind of detail that you are expecting for proposal responses that show 'how each resource will be used' and 'how hours will be budgeted' (page 6)?

Please confirm MnDOC will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW

Answers:

Please provide no more than three paragraphs per question and abide by the second limit: not to exceed 3 pages total, single spaced.

A budget has been prepared for this resource. The State will not share that budget at this time.

Vendors will not be precluded from bidding on other work on this project, and conflicts of interest will be avoided.

Proposals will be accepted, but no preference would be granted in those cases where vendor certification is not current.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the **equivalent of a six percent preference** in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the **equivalent of a six percent preference** in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time.

Please describe the deliverables envisioned in your Project Approach and estimate the hours that will be allocated to each of those to help the State understand how you size the project effort.

The State will provide workspace, network access, and computer for selected resources.